



Pretrial Monitor

Temporary Full Time Position

\$20.00 per hour

The Pretrial Monitor will work within the Community Justice Center (CJC) to implement pretrial services as outlined in Vermont Act 195 to improve our criminal justice system. Pretrial services include performing a risk assessment and needs screenings. The risk assessment assesses the risk of non-appearance and the risk to re-offend; the needs screenings determine the need for further clinical assessment for both mental health and substance abuse.

Essential Job Functions:

- Provide impartial universal screening (Risk Assessment and Needs Screening) of all eligible defendants to inform the release of individuals cited, arrested, or lodged.
- Conduct verification of interview information and criminal history check.
- Conduct assessment of risk of pretrial misconduct and present scores and recommendation to the court.
- Provide compliance monitoring of those who are released which includes proactive court date reminders.
- Participate in data collection to inform process and outcome evaluation.
- Coordinate with local law enforcement.
- Work closely with the State's Attorney Office, Criminal Court, Department of Corrections, Community Justice Center, law enforcement, and other community stakeholders to create referral and case coordination procedures.

Qualifications:

- Preferred education equivalent to a Bachelor's Degree from an accredited college or university.
- One (1) year relevant work experience.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Skills in the use of standard software applications.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain productive working relationships with employees, departments, and the general public.
- Knowledge of court system and substance abuse, mental health or related community resources.
- Ability to work independently.
- Required to enter Correctional Facilities and may be required to work some early mornings, evenings and weekends.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume, cover letter and a City of Burlington Application to: Human Resources Department, 200 Church Street, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, and national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.